



Cheyenne Laramie County Public Health Board of Health

CLCPH Conference Room

Tuesday, September 16, 2025 @ Noon

**Present:**

Dr. Tracie Caller, MD, MPH, President  
Sue Hume, MS, RN (ret.), Vice President  
Dr. Max Silver, DDS, Secretary  
Lorie Chesnut, DrPH, MPH, Member

**Staff Present:**

Kathy Emmons, DMgt, Executive Director  
Dr. AJ Meares, County Health Officer  
Kasey Mullins, MSN, RN, Director of Nursing/Deputy Director  
Dalene Frantz, Director of Operations and Human Resources  
Tiffany Gaertner, Environmental Health Supervisor  
Matthew Hartay, Environmental Health Specialist

**Guests Present:**

Commissioner Don Hollingshead, Ex Officio  
Tammy Deisch, Laramie County Treasurer

**Absent:**

Gus Lopez, Member  
City Councilman Jeff White, Ex Officio  
Brad Lund, Deputy County Attorney

Dr. Caller called the meeting to order at 12:02 pm.

**Welcome Guests:**

Dr. Caller welcomed Tiffany Gaertner, Environmental Health Supervisor and Matthew Hartay, Environmental Health Specialist.

**Consent Agenda:** Dr. Caller asked for input or changes to the consent agenda which included the agenda for the September 2025 meeting and minutes from the August 19, 2025, meeting. Ms. Hume moved to accept the consent agenda, seconded by Dr. Chesnut. The motion carried unanimously.

**Treasurers Report for August 2025:** Ms. Deitsch reviewed the treasurer's report for August 2025, reviewing cash in the bank account and the investment account balance. After



discussion, Ms. Hume moved to accept the treasurer's report with Dr. Chesnut seconding the motion. The motion carried unanimously.

**Financial Reports for August 2025:** Dr. Emmons presented the August Revenue and Expense report noting that this is the 2<sup>nd</sup> month of the fiscal year. Rent revenue was reviewed as the state has paid the yearly rent for WIC. Patient reimbursements for August were negative due to voiding a stale check to COTIVI BCBS, and continuing education is over due to the cost of a Breastfeeding Presentation. Nursing revenue is 14.29%, Environmental Health's revenue is 21.98% with total CLCPH department revenue at 17.55% of the budget. Operating expenses are 16.35% of the budget and total expenses, which also include payroll, are 11.63% of the budget. After discussion, Dr. Chesnut moved to accept the financial report with Ms. Hume seconding the motion. The motion carried unanimously.

#### **Public Health Moment:**

- » Dr. Emmons gave an update on Flu and COVID vaccines that we don't know a great deal. The Advisory Committee on Immunization Practices (ACIP) will meet Thursday and Friday of this week, with Friday being specific to COVID. After these meetings we will know more. Flu has been approved with a similar schedule as past years. We are waiting to see the guidelines for COVID. We will have our COVID vaccines by the end of the week but will not administer until the guidelines have been published.
- » Dr. Emmons shared that last week a report was released, Make our Children Healthy Again. The report has a sweeping plan with more than 120 initiatives alcohol, controlled substances, vaping but did not include tobacco. The Office for Smoking and Health has been eliminated on a federal level.

#### **Contracts and Agreements:**

- » Ms. Frantz discussed the Memorandum of Agreement between Defense Health Agency, 90<sup>th</sup> Medical Group and Cheyenne Laramie County Public Health to set out the roles and responsibilities of each party for requesting and distributing Strategic National Stockpile assets when responding to a public health emergency in Laramie County. After discussion, Ms. Hume moved to approve the grant agreement, with Dr. Silver seconding the motion. The motion carried unanimously.

#### **Official Business:**

- » Dr. Emmons made the Board aware of the Weapons in the Workplace Policy. This policy is in response to the Legislature eliminating most of the gun free zones like schools, government buildings, colleges, etc.



**Information for the Board: Executive Director report – Dr. Emmons reported the following:**

- » There may be a fairly large infusion of money from the Federal Government for rural healthcare, but CLCPH may not qualify.
- » Trying to stay on top of what is happening in the Federal Government.
- » Our ability to bill Medicare has been fixed and we can now submit for payment, which took about 5 months.
- » Our biller has been able to work with the front office to be an approved provider with TriCare.
- » The organization annual picnic held on Thursday, August 21, 2025 was a success and included employee service awards and a Putt Putt tournament.
- » We have an advertisement on the big screen at the movie theatre.
- » Every Monday there is an Epidemiology call and this week they shared that statewide we have had 9 measles cases, 11 HIV, 9 Legionella, 11 cases of West Nile in humans and 18 cases in animals with 1 death in Natrona County, 1 pertusis case, COVID has doubled from this summer with about 80 statewide in the last week.
  - » Operations & Human Resources – Ms. Frantz shared the following:
    - » Reviewed the Marketing and Outreach report.
    - » We have one open position in the Nursing area.
  - » Environment Health – None.
  - » Public Health Nursing – Ms. Mullins reported:
    - » Being able to take Tricare will be a huge improvement for the school clinics.
    - » Baby Shower had 86 preregistered and registered people at the event. The donations cover most of the costs. Final numbers will be in the next board report
    - » The adult team completed their quality improvement project. The goal of the project was to create a complete product for LT101 to include resource manual, education, and peer review quality assurance. The team was recognized by the WDH PHN division for their exceptional work and presented the product during the County Nurse Manager Meeting. The presentation will include an A3 power point and a video demonstrating an LT101 peer review.
    - » Medicaid was going to take over the specialty formula for WIC. The new process lasted 2 months and has been rescinded and we are back to the prior process where WIC team works with Medicaid to get prior authorization, then we work with the providers office and pharmacy.
    - » We recently learned that in addition to active Medicaid status, children receiving Kid Care Chip benefits are also eligible for WIC services.
    - » We have been given permission by the WIC State Office to require in-person appointments per CPA discretion. While TeleWIC services can be highly convenient for families, there are instances where it is crucial



for us to see participants in person, such as low weight gain concerns or overall safety of a child. A local policy is being developed to provide staff with guidance on how to utilize in person vs telehealth visits.

**Presentation:** Ms. Gaertner and Mr. Hartay presented on our Waste Water Program highlighting:

- » Septic system – full water treatment systems.
- » When someone wants to put in a new septic system, the contractor will run a Perc Test measuring overtime to see how fast water moves through the soil to help determine had large of a drain field is needed.
- » Before the inspector goes out to the site, they use GIS resources to look at 100 year flood plains for flood ways. This also gives information on when the plat was officially approved which determines their set back dates for the permit.
- » Reviewed site holes, components and purpose of a septic tank, drainfields, cleanouts, lift station.
- » Discussed what they inspect on the system including verifying the measurements of the system and draw the system onto the permit.
- » There are about 13,000 septic systems in Laramie County.
- » Discussed the Laramie County 201-facilities plan.
  - An area around the City of Cheyenne that was approved for
  - 201 Facilities management plan
  - Boundary
  - Purpose
  - EH responsibility if 201 exception process is relevant to the property.
  - If granted the 201 exception this goes with the property forever.

With no further business, Dr. Caller adjourned the meeting at 1:21 p.m.